

SECTION L – INSTRUCTIONS, CONDITIONS AND NOTICES TO OFFERORS

1.0 GENERAL INFORMATION & OVERVIEW

- 1.1. This solicitation is for construction services for the Rayburn Garage Rehabilitation. The Offeror shall furnish the necessary personnel, material, equipment, services and facilities to rehabilitate the interior garage of the Rayburn House Office Building per the drawings and specifications associated with Interior Garage Rehabilitation, RHOB. Work includes Base for Phase I Garage Rehabilitation and Plaza Waterproofing and Options for Phase II, III, IV as well as Security Lockdown work spread through each phase as shown on the Construction Documents. This solicitation will be competed under Full and Open Competition for best value procurement in a One Step RFP.

2.0 GENERAL INSTRUCTIONS TO OFFERORS

- 2.1. The cut-off date and time Request for Information (RFI) is 5:00PM (EST) on May 2, 2016. Final amendments will be posted no later than (NLT) May 13, 2016.
- 2.2. Site Visit will be scheduled for April 18, 2016 and will be announced on FBO.GOV.
- 2.3. Proposals from Offerors are due NLT 5:00PM (EST) on Friday June 3, 2016.

3.0 PROPOSAL SUBMISSION INSTRUCTIONS AND RELATED EVALUATION FACTORS

- 3.1. All evaluation factors are of equal importance and weight. Separate tabs in the proposal must be created for each factor.

<u>Factor Number</u>	<u>Description/Subfactors</u>
Factor 1 – Corporate Experience and Expertise	1A. Offeror’s Relevant Corporate Experience 1B. Subcontractors’ Relevant Experience
Factor 2 – Structural Concrete and Hydro-demolition Project Experience	2. Relevant experience
Factor 3 – Management Approach	3A. Key Personnel 3B. Management Approach 3B.1 - Subcontractor Management Capability 3B.2 - Quality Control & Safety 3B.3 - Schedule Methodology 3B.4 - Technical Approach

Factor 4 – Past Performance	4. Offeror's Past Performance
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FACTOR 1 CORPORATE EXPERIENCE AND EXPERTISE

3.2. Factor: 1A Offeror's Relevant Experience: Illustrates the core capabilities of your company to best serve the needs of the AOC. Provide the following information in support of Factor 1A.

The offeror shall provide a narrative describing the offeror's experience and qualifications in managing and providing construction services in an occupied, historic or monumental facility, similar in scope, size, and complexity to those described in the Construction Documents of this RFP. The Offeror shall provide a listing of at least two (2) but not more than four (4) past projects/contracts of similar scope, size and complexity with a value of \$5,000,000.00 or greater, completed or substantially complete by the firm during the last five (5) years. For each project/contract listed, provide the following. Each project example shall not exceed one single sided page of text.

Each project sheet shall contain the following information:

1. Project Name
2. Project Location
3. Reference - Contracting Agency/Owner/Point of Contact/ Point of Contact's Current Phone Number and Email Address
4. Date of award and completion date(s)
5. Key personnel
6. Description of the Project and relevance of experience to this project.
7. Project cost estimate and actual project cost
8. Project schedule – projected and actual

3.3. Factor 1B Subcontractors' Relevant Experience- Illustrates the core capabilities of your subcontractors to best serve the needs of the AOC. Provide the following information in support of Factor 1B. Factor 1B shall not exceed two single sided pages of text.

3.3.1. List of your team's mechanical, electrical, and structural subcontractors (if applicable) and their services as they relate to the scope of this project. Include a brief narrative describing each subcontracting firm's capabilities, relevant experience and how this experience enhances the ability of the Offeror to meet the project requirements.

3.3.2. Subcontracting Program: The AOC requires a small business subcontracting plan from all large businesses awarded contracts exceeding \$1,500,000 for construction services where subcontracting opportunities exist. Please see AOC52.219-3 Small Business Subcontracting Plan (Oct 2010) of the RFP for details on this program. Offeror shall include a narrative describing their ability to meet the small business subcontracting requirement of the contract.

FACTOR 2: STRUCTURAL CONCRETE AND HYDRODEMOLITION EXPERIENCE

3.4. Factor 2: Offeror's Relevant Structural Project Experience:

The offeror shall provide a narrative describing the offeror's experience in structural concrete repair and hydro-demolition work. Project narratives must describe whether the structural concrete repair and hydro-demolition work will be performed in-house by the prime Offeror, by subcontractors or a combination thereof. If work is being performed by subcontractors, project experience must include the specific subcontractor which the prime Offeror intends to use in completing this work and submit the subcontractor's relative experience through project examples criteria stated below. The Offeror shall provide a listing of at least two (2) but not more than four (4) past projects/contracts of similar scope, size and complexity with a value of \$5,000,000.00 or greater, completed or substantially complete by the firm during the last ten (10) years. Each project example shall not exceed one single sided page of text.

For each project/contract listed, provide the following:

Each project sheet shall contain the following information:

1. Project Name
2. Project Location
3. Reference - Contracting Agency/Owner/Point of Contact/ Point of Contact's Current Phone Number and Email Address
4. Date of award and completion date(s)
5. Key personnel
6. Description of the Project and relevance of experience to this project.
7. Project cost estimate and actual project cost
8. Project schedule – projected and actual

FACTOR 3 MANAGEMENT APPROACH

Factor 3A – Key Personnel

Describe your firm's proposed management team, identifying key personnel and their intended roles to manage this particular contract. Provide an organizational chart that clearly illustrates your management hierarchy showing functions and paths of communication internal to the Offeror as well as showing functions and paths of communication between the Offeror and the subcontractors. Provide resumes for proposed key personnel in the areas of project management, site superintendence, quality control, and safety.

- A. Personnel shall meet experience qualifications included in the special contract requirements or specifications, as applicable. Key personnel shall possess a minimum of five (5) years' experience on projects of similar size, scope and complexity. Key personnel shall possess a minimum of five (5) years' experience working on projects that have restricted access requirements and similar work restrictions to those described in RFP Documents for this project. Each resume submitted shall not exceed more than one (1) page of text. Response not including resume for this item shall not exceed more than two (2) pages of text which includes the organizational chart.

Factor 3B – Management Approach

Discuss your organization and overall management approach. This discussion should include at a minimum your firm's approach and practices in project management, site superintendence, safety, quality control, subcontracting purchasing, budget controls, schedule controls, risk management and administration. The following subcategories must be addressed in this discussion. Text should not exceed total of seven (7) pages of text for all items except 3.B.2. See 3.B.2 for specific page limits.

3.B.1 - Subcontractor Management Capability

Describe your firm's subcontractor management process to track subcontractor performance and successful execution of the work to include the change management process, document control process, safety management, tracking and scheduling process and quality of work. The narrative should reflect key management and subcontractor management procedures including innovative management approaches and policies in place to ensure exceptional project execution.

3.B.2 - Quality Control & Safety

Provide your company's Quality Control (QC) program including a discussion of all aspects of quality control to include, but not limited to, responsibility for surveillance of work, acceptance, rejection, documentation, tracking and resolution of deficiencies, trend analysis and corrective action. Describe how this process interfaces with Federal Government Contracting Officers (CO) and Contracting Officer's Technical Representatives (COTRs), etc. QC response shall not exceed more than 3 pages of single sided text.

Safety Program: This shall illustrate your company's ability to comply with health and safety requirements. Offerors are to complete a questionnaire outlining their program components, incident history and training programs for the previous three (3) years. Offeror shall a brief narrative on their corporate safety structure, policies, and standard operating procedures. The enclosed SAFETY AND ENVIRONMENT PROGRAM PERFORMANCE QUESTIONNAIRE shall be submitted by Offeror in response to this solicitation. Note that the AOC may not accept Offerors that have incident statistics or workers' compensation experience modification rates exceeding industry average for the Offeror's industry without written explanation acceptable to the government. Offeror will be required to submit corporate health and safety plan after contract award. Responses to Safety Program shall not exceed more than 7 pages of single sided text. This page count includes the safety questionnaire.

3.B.3 - Schedule Methodology

Describe your scheduling technique and project planning methodology to obtain a logical and realistic progress schedule. Describe how you intend to schedule this project to complete work within the contract duration.

3.B.4 - Technical Approach

Offerors shall explain their methodology for working within an occupied building or structure. Narrative shall include offeror's approach to the need for quiet operations during occupied

building hours, protecting the occupants from dirt and debris, and minimizing interference with building operations. Include the following important items:

- Mitigate issues and make-up schedule in the event noise or odor complaints occur at any time during contract work.
- Protecting existing conditions and infrastructure throughout duration of the project. This shall include approach to coordinate active conduit and utility work throughout the contract. Describe your methodology for protecting sensitive electrical, telecom, and fire alarm system equipment prone to false alarm activation from water and moisture infiltration. This should include protection of certain conduits that are not liquid tight but will need to be during construction activities. This approach must describe your plan of action to timely restore electrical and communication services in the event of an outage as a result of constructions activities. Describe your approach to managing hydro-demolition and concrete repairs.

FACTOR 4 PAST PERFORMANCE

Factor 4: Offeror's Past Performance - The Government reserves the right to use any source of information available on the Offeror's past performance to either evaluate or verify information provided by the Offeror. Provide the following information in support of Factor 4.

- 4.1 The Offeror shall arrange for the referenced points of contact included in Factor 1A project sheets to fill out the "AOC PAST PERFORMANCE QUESTIONNAIRE" provided in Section J. The questionnaire(s) must be emailed by the companies/agencies to the attention of the Contracting Officer, Falvasha Alghussain at falghuss@aoc.gov by the date and time established for receipt of offers in order to be considered in the evaluation process. The Offeror shall not directly return the questionnaires; they must be forwarded directly by the referenced points of contact. The Government will not release the questionnaire forms to the Offeror at any time, in order to solicit candid, unbiased responses and comments. It is understood that by submitting an agency's name and point of contact for a reference, the Offeror waives its rights to contest the past performance data submitted in litigation or alternative dispute resolution.

FACTOR 5 PRICE

Factor 5: Pricing Information -

The Offeror shall provide pricing information in accordance with information contained in Section B of this Solicitation. Offeror must provide a price for Base and all Options. All pricing must include applicable costs for materials, labor, equipment, and facilities required for completion of work under this contract. Price must also include the following:

- a. Subcontractor Markup Percentage. This percentage stays constant throughout the life of the contract.
- b. Corporate Overhead - List total proposed corporate overhead costs as may be allocated to support activities performed under this Contract. This percentage stays constant throughout the life of the contract.
- c. Profit - List total proposed profit applied to the period of performance of this Contract. Profit stays constant throughout the life of the contract.
- d. Accurate breakout of items such as materials, labor, equipment, facilities required for completion of work under this contract.

To verify cost information provided in the price proposal, all pricing documents must be signed and dated by an authorized representative who is able to commit the company to contractual obligations.

The information requested in the proposal is required to enable the government to perform a price analysis and ultimately enable the government to determine fair and reasonable prices. At the request of the Contracting Officer, the Contractor may be required to submit back up documentation for all pricing submitted. Where appropriate, the back-up documentation shall describe the overall pricing strategy and fully disclose all costs associated with the services offered. The offeror shall clearly show how fees are applied with a clear delineation of one time fees, annual fees, continuing expenses based on utilization and any other applicable descriptions and validation of pricing submitted.

Submit proposals in tabbed three-ring binders, with factors 1-4 in the first binder, and the price proposal in the second. Each factor should be in a separate tabbed section. Submit four (4) sets of bound hard copy printed material, including one with an original signature. Submit one (1) electronic copy on CD-ROM. Electronic media should be in read-only format, using .pdf files.